

Services Officer

11 March 1949

Chief, FBIB

Alterations and Repairs to New FBIB Quarters, South Building

In compliance with telephone instructions received by the Administrative Officer, FBIB, from the Chief, Real Estate and Utilities Division on 4 March 1949, the following requests for revision and alteration of prospective FBIB quarters in South Building are submitted herewith.

a. General

1. Paint and redecorate all rooms where the need for such work is indicated. Such work is believed to be especially needed in those rooms on the north side of the third floor.

2. Install adequate lighting facilities to permit FBIB personnel to conduct editorial functions which require extensive reading and typing.

b. Second Floor

Install a ceiling-to-floor partition in room 254 as indicated in Attachment A.

c. Third Floor

1. Remove partition between rooms 308 and 308 A.

2. Remove partition between rooms 308 A and 302 A.

3. Remove partition between 302 A and 302.

4. After removal of above named three partitions a large room formed by the consolidation of rooms 308, 308 A and 302 A will result. Install at various intervals around all walls of this large room sufficient electrical outlets to accommodate 17 electromagnetic typewriters and 17 desk lights.

185
X 5. Install monitoring booths in rooms 349, 352 and 353 in accordance with Attachment B.

6. Reestablish facilities for a ladies rest room in room 328 or other suitable room on this floor.

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7. Install screens in all windows of rooms 330, 330 A, 334, 336, 349, 352, 355, 353 and 347. These rooms will be occupied on a 24 hour-per-day basis by FBI personnel, and therefore should be screened for protection against insect pests.

L. K. WHITE

Attachments-2

Chart A

Chart B

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